

横須賀基地空席広報

VACANCY ANNOUNCEMENT

英語力の必要性は: ☐ ほとんどなし ☐ 初級の段階 ☐ 中級 ☐ 上級 ☒ 特段の能力

1. 広報番号 Announcement No. FISC-002-02		<input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA	2. 募集範囲 Area of Consideration. OFF BASE WIDE		<input checked="" type="checkbox"/> 現 MLC/IHA従業員 Current Employee <input checked="" type="checkbox"/> 外部 Off Base Applicant	3. 募集人数 Number Required One (1) 名
4. 職種名・職番 Job Title/Job no. Legal Assistant #109 等級 Grade 6 語学等級 LAD 4			<input checked="" type="checkbox"/> 事務系 Administrative <input type="checkbox"/> 技能系 Blue Collar Trade <input type="checkbox"/> 保安系 Security <input type="checkbox"/> 医療系 Medical		5. 募集締切日 Closing Date Open: 7 Nov 01 Close: 21 Nov 01	
7. 部隊名/勤務場所 Activity/Working Place U.S. Fleet and Industrial Supply Center Yokosuka Office of Counsel (Code 00L)			Yokosuka Yokohama/Other Tomari 町		6. 雇用の種類 Type of Employment <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term 予定期間 月 Months	
9. 職務内容 Duties Please see attached. QUALIFICATION REQUIREMENTS: EDUCATION: Master's Degree in accredited Graduate School in the related field. OR SPECIALIZED EXPERIENCE: 1 year specialized experience at the 1-5 level. SPECIALIZED EXPERIENCE: is defined as experience in substantially the same line of work as the job to be filled, whether the experience was acquired at a USFJ installation or in private industry. A handicapped applicant may be accepted, depending upon the degree and kind of disability. A potentially qualified applicant may be accepted as a trainee.			8. 勤務時間 週 40 時間制 Work Schedule hr ww 勤務日 Working days Mon - Fri 夜勤 Night Shift <input type="checkbox"/> 有 Yes <input checked="" type="checkbox"/> 無 No 時間帯 Working Hours 0800 - 1645		10. 資格要件 (学歴、免許、経験) Qualification (Education, License, Experience)/身体条件 Physical Requirements a. Must have wide range of legal issues including federal procurement law, civilian personnel law, information management, standards of conduct, and fiscal law. b. Must be highly flexible, adjust to work manner to meet requirements of task at hand. c. Must have a working knowledge of English in reading, writing, and speaking at the LAD 4 level. d. Knowledge of documentation standards, regulations governing preparation of official correspondence and procedures for information reporting. e. Knowledge of travel regulations needed to prepare and maintain travel requests, orders and claims. f. knowledge of OPTAR control and budget planning.	

応募方法

提出するもの

- ☒ 空席応募用紙 ☒ 軍用式の履歴書 ☒ 一般質問票 ☒ ホワイトカラー職種希望者質問票
☐ 免許証の写し ☒ 専門職務経歴書 ☐ その他
☒ 90円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (現従業員以外)

Applications submitted will not be returned.

提出先: 現従業員は直接、下記の問い合わせ先へ。それ以外の応募者は雇用課へ。(受付時間: 月～金曜日 10:00~15:00)

問い合わせ先

担当部署/担当者名

横須賀交換台 0468-21-1911

内線 243-8467/9823

FISC Code 41.2, Ms Kato/Ms Ueno

04/18 *11/1

LEGAL ASSISTANT TASK LIST

1. In response to direction from Counsel, provides timely and accurate legal research via both library and internet search on a wide range of legal issues including, but not limited to, federal procurement law, civilian personnel law, information management, standards of conduct, ethics, and fiscal law. Searches U.S. laws and treaties, international agreements including Status of Forces Agreement and its supporting facility agreements, federal statutes, federal regulations, Department of Defense, Department of Navy, U.S. Forces, and Commander Naval Forces Japan instructions, as well as other local guidance across diverse and myriad subject areas related to FISC Office of Counsel practice. Legal Assistant will prepare concise memoranda which summarize results of legal research, as well as copies of all references. 30%
2. Provides legal research on request from other FISC departments related to their programs. Research involves identification and review of pertained statutes and regulations, court and administrative board decisions including exercise of independent judgment in locating, obtaining, interpreting and summarizing pertinent legal authorities. 20%
3. Studies and advises on matters concerning law, regulations, policy, and guidance related to Japanese jurisdiction over U.S. Forces personnel under the Status of Forces Agreement between the United States and Japan. Studies and reviews Japanese laws and regulation including coordination with Japanese Government offices to maintain liaison and to obtain or furnish information concerning Japanese consumer taxes, and tax exemption processes for U.S. Forces procurements. 15%
4. Freedom of Information Act Coordinator. Coordinating, preparing all correspondence and reviews all requests, contacts cognizant code for responsive documents gathering, reviews documents. Prepares draft correspondence to respond to request, and prepares a summary of time spent and charges to requestor. Responsible for Privacy Act issues resolution and submission of annual report to Naval Supply Systems Command concerning FOIA and Privacy Act. Provides research concerning federal law related to FOIA and Privacy Act with copies of pertinent provisions. 15%
5. Coordination with law offices in U.S. both private sector and government law offices. Local efforts include liaison with other law offices as well as other MLC Legal Advisors in Japan including Office of Counsel CNFJ, and Office of Counsel International Law U.S. Forces Japan and Office of Counsel Naval Regional Contracting Center, Singapore. The liaison and coordination many concern only area of legal practice of Office of Counsel from International Law to Contracting law to Ethics. Additional liaison may be made with Government of Japan offices. 10%

LEGAL ASSISTANT TASK LIST

6. Participates in briefings and submissions to U.S. - Japan Joint Conciliation Committee, any meetings of the Committee's investigative panel, as well as initial meetings with Defense Facilities Administration Agency and/or Board related to international contract dispute resolution in these forums. Arranges meetings and acts as interpreter for Counsel, who is U.S. Navy representative to U.S. - Japan Joint Conciliation Committee.

5%

7. Budget administration, including annual budget preparation, regular monitoring of funds available, and resolution of training, travel, and equipment expenses through OPTAR process. Maintains tracking system for items referred for legal review and is able to respond to customer inquiries. Monitors Management Review system and Command Calendar keeping Counsel and command advised as to actions due, or events occurring.

5%